



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-273

Date: June 15, 2012

1 FAM 210 BUREAU OF ADMINISTRATION (A)

Changes

1. This Change Transmittal announces the following changes:
 - Change of office symbol for the Office to Small and Disadvantaged Business Utilization to OSDBU;
 - Modification of the responsibilities associated with OSDBU-associated responsibilities in the following sections:
 - 211.2
 - 212.2
 - 216
 - Movement of sections (see crosswalk):

Old Section	New Section
212.3	216 and 216.1
212.4	212.3
212.5	212.4
212.5-1	212.4-1
212.5-2	212.4-2

2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them if less than 50 percent of the text has been revised. Otherwise, all content will be shown in normal font.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the administrative change in this subchapter is the Human Resources Service Center, Charleston, SC, through the Office of Directives Management (A/GIS/DIR).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 210 (CT:ORG-251; 10-12-2011) and insert revised subchapter 1 FAM 210 (CT:ORG-273; 6-15-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-273, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.